

The Museum System (TMS) Advanced

December 4-7, 2012

TRAINING SYLLABUS



William Penn Mott Jr. Training Center



Memorandum

Date: November 28, 2012

To: Supervisor

From: Joanne Danielson, Acting Department Training Officer
Department of Parks and Recreation
William Penn Mott Jr. Training Center

Subject: Employee Attendance at Formal Training

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work. You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Specialist.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.

Attachment

cc: Participant

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***Mission Statement
Training Section***

***The mission of the Training Section is to improve
organizational and individual performance through consulting,
collaboration, training and development.***

TRAINING SECTION STAFF

Joanne Danielson	Acting Department Training Officer
Juventino Ortiz	Acting Academy Coordinator
Pat Bost	Office Manager
Matt Cardinet.....	Cadet Training Officer
Dan Kraft.....	Cadet Training Officer
Nicole Shannon.....	Cadet Training Officer
Daniel Raducanu.....	Cadet Training Officer
Chuck Combs.....	Training Specialist
Sara M. Skinner	Training Specialist
Dave Galanti	Training Specialist
Karyn Lombard.....	Training Specialist
Pamela Yaeger	Assistant Program Coordinator
Edith Alhambra.....	Assistant Program Coordinator
Ellen Dewsnap	Assistant Program Coordinator
Socorro Wallace.....	Program Assistant
Joanne Ciccone	Program Assistant
Ginger Henry.....	Program Assistant
Rogers Williams	Program Assistant

THE MISSION

of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center, and most recently California National Guard Camp San Luis Obispo. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources.
3. **TRAVEL:** Arrange your travel to and from the training site through your District or Office. (No reimbursement for travel expense – including per diem costs – will be approved for travel not specifically authorized in advance by the District Superintendent). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

4. LOCATION AND HOUSING: The training begins at 1:00 on December 4, 2012 in the Natural Resources Building located at 1416 9th Street, Sacramento on the 14th Floor, Room 1442-4 (identification is required at the First Floor Lobby, Front Desk).

Housing is at the Best Western Plus, Sutter House, 1100 H Street, Sacramento, 95814 and is within walking distance to the Natural Resources Building where the training is being held. The Training Section provides your room and board expenses at the designated lodging facility only. No per diem allowance will be authorized for living at an alternative site. This does not preclude living elsewhere at your own expense. Overnight guests are not allowed.

5. **HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact Karyn Lombard at klombard@parks.ca.gov at least seven (7) days prior to your date of arrival.**

The Training Section is committed to ensuring that the reservation that has been made for you is accurate and needed.

6. MEALS: Breakfast will be provided by the Training Section at the lodging facility. Lunch and dinner are to be arranged (and paid for) individually and will be reimbursed for each day the course is in session. No per diem allowance will be authorized for eating breakfast at an alternative site. This does not preclude dining elsewhere at your own expense. Instructions on how to file the required training office Travel Expense Claims will be given prior to the last day of training.
7. CLOTHING AND CONDUCT: Uniforms are **NOT** required for this program. All participants shall wear professional business attire. No shorts or T-shirts, please.

We represent State Parks with members of the public. As such, the image we project as State Park employees is important not only during working hours but off duty hours as well.

8. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
9. TRAINING SECTION STAFF: Karyn Lombard is your Training Specialist and has been assigned the responsibility for your training group. You may be asked to assist Training Section Staff in the logistics of your training program, please work with Training Section Staff to help make your training experience pleasant and meaningful.
10. ATTENDANCE: Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.

11. TRAINING MATERIALS: May be made available to you at both your unit and at the training site. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Please bring your own pens and pencils.
12. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
13. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies.
14. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for your formal training session, the following checklist is provided.

- Be sure you have read and understand The Museum System (TMS) Advanced Group 1 Program Syllabus prior to the first scheduled session.
- Arrange your travel through your District/Section Office.
- Bring the following with you to training:
 - The Museum System (TMS) Advanced Group 1 Program Syllabus
 - Professional business attire (**uniforms are not required for this program**)
 - Pens and pencils

If you have questions or need assistance, contact Karyn Lombard, Training Specialist:

Phone: (916) 657-0412
Email: klombard@parks.ca.gov

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee are to login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form noted in red on their ETMS homepage.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Section in providing a return on the investment the Department has on training.

THE MUSEUM SYSTEM (TMS) ADVANCED GROUP 1 - AGENDA

December 4 - 7, 2012

**Tuesday
December 4**

1300-1330	Introduction and Orientation	Lombard/Yeung/ Taylor
1330-1700	TMS Introduction 2010 Outline (handout) Tutorials and Other Documentation The New and Improved TMS Help File Webinars TMS Listserv [Smithsonian] Basic and Advanced Searches	VanAssche

**Wednesday
December 5**

0800-0900	Review: New Deaccession Policy DN2012-5	Hennum
0900-1200	Deaccession Recordkeeping Loans and Shipments Labor Savers: Reports – Loan, Transfer, Receipt, and Release	VanAssche
1200-1300	Lunch	
1300-1430	Local Museum Visit	TBD
1430-1700	McClellan Storage Facility	McGuire

**Thursday
December 6**

0800-0900	DPR TMS Support Tools	Walton/Yeung
0900-1200	Object Components vs Parent-Child Relationship Cataloging in Bulk Location Tracking Object Packages	VanAssche
1200-1300	Lunch	
1300-1500	Media Management Integrating Conservation Records	VanAssche

THE MUSEUM SYSTEM (TMS) ADVANCED GROUP 1 - AGENDA
December 4 - 7, 2012

Thursday

December 6 (continued)

1500-1700	Crocker Art Museum: Using TMS to Manage Exhibits	Caswell
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Friday

December 7

0800-0900	Batch Data Processing Tools (Review)	VanAssche
0900-1100	Group Discussion – eMuseum, Field Issues	Group
1100-1200	Evaluation and Wrap-Up	Yeung/Lombard

THE MUSEUM SYSTEM (TMS) ADVANCED

PROGRAM OUTLINE

24 Hours

INTRODUCTION, ORIENTATION, CONCLUSION AND EVALUATION	1.5
MUSEUM COLLECTIONS DATABASE MANAGEMENT PROGRAM (TMS)	14.5
MUSEUM SUPPORT TOOLS	1.0
NEW DEACCESSION POLICY	1.0
PARKS NEW COLLECTIONS FACILITY SITE VISIT	3.0
MUSEUM KNOWLEDGE EXCHANGE	3.0
TOTAL HOURS	24.0

THE MUSEUM SYSTEM (TMS) ADVANCED

Purpose: To train museum collections staff about features in the recently upgraded TMS2010, to effectively use the Department's museum collections management statewide database system and to identify and resolve documentation issues.

Program Objectives: By the end of the session, participants will

1. Recognize the major TMS modules, fields, and their uses.
2. Demonstrate searching, displaying, and printing of selected records.
3. Identify methods for linking images and documents to TMS records.
4. Recognize ways to track location changes and to perform collections inventory.
5. Acquire knowledge necessary for creating deaccession and conservation documentation.
6. Understand the relationship of loan, shipment, exhibition records, and their reports.
7. Discuss current museum collections and eMusuem issues, and support tools.
8. Learn the new deaccession policy.
9. Recognize potential support role of the new collections facility for field units.